

ADM-16.04, "Distribution of Employee Uniforms," September 1, 2007

SCDC POLICY/PROCEDURE

NUMBER:ADM-16.04

TITLE:DISTRIBUTION OF EMPLOYEE UNIFORMS

ISSUE DATE: September 1, 2007

RESPONSIBLE AUTHORITY: DIVISION OF SUPPORT SERVICES

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-16.04 (September 1, 2004); (Change Memo #1 dated March 31, 2005)

RELEVANT SCDC FORMS/SUPPLIES: 16-7, 16-15, 19-29, 20-35

ACA/CAC STANDARDS:NONE

STATE/FEDERAL STATUTES:NONE

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PURPOSE: To provide guidelines for the distribution, replacement, and return of uniforms for designated SCDC employees.

POLICY STATEMENT: To uphold the professionalism and appearance of all SCDC uniformed staff, the South Carolina Department of Corrections will distribute uniforms to designated employees consistent with hiring requirements and job assignment. Uniformed staff will be responsible for the care and maintenance of their uniforms and will be expected to comply with all Agency directives regarding the appearance of the same.

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SPECIFIC PROCEDURES:

1. UNIFORM ISSUE: The Chief, Commissary Branch, will designate an employee who will be responsible for stocking and distributing all employee uniforms and uniform accessories. (NOTE: All uniform clothing items and accessories, i.e., badges, etc., supplied to uniformed personnel will be transferred to the appropriate institution at cost when an employee is initially hired or is promoted/demoted or replaced at the end of the uniforms established life.) Such uniforms, badges, insignias, etc., will be secured in an area inaccessible to inmates in the institutional commissary (such as a locked wall locker, fenced cage, etc.) during duty hours and in an area designated by the Warden during non-duty hours. For additional guidance, see SCDC Policy/Procedure ADM-16.08, "Commissary Operations."

1.1 Initial Issue for Correctional Officers/Supervisors/Training Academy Instructors: The initial uniform issue for Correctional Officers, Supervisors, and Training Academy Instructors will consist of:

- four (4) pairs of navy blue BDU pants;
- one (1) pair of year-round dress pants;
- seven (7) blue or white (depending on rank) long or short-sleeve shirts in any combination;
- one (1) jacket;
- one (1) tie;
- one (1) pouch;
- one (1) badge;
- seven (7) certification patches;
- one (1) pair boots; and
- one (1) belt.

All new uniformed personnel will be referred to the Commissary Warehouse Uniform Section by the Recruiting and Employment Services Branch during pre-processing procedures. Uniform Section staff will conduct a fitting session, record all sizes on SCDC Form 20-35, "Uniform Issue Exchange," and place the information in a suspense file. Upon arrival of new uniformed personnel at the institution, the Commissary Manager will order new officer uniforms via the CRT from the Commissary Warehouse Uniform Section. The Uniform Section staff will pull the appropriate SCDC Form 20-35 for issue, and forward the items to the institution.

1.2 Special Issue:

1.2.1 Maternity Uniforms: Pregnant uniformed personnel can obtain maternity uniforms when required. Pregnant officers will request maternity uniforms from their institutional commissary manager. Institutional commissaries will place the order for said uniforms using the Commissary Order Entry Transaction (COET). The Officer will be instructed to contact the Commissary Warehouse Uniform Section for additional information on the fitting/alteration process. The issue for pregnant Officers will be:

- five (5) special blouses - blue/white, depending upon rank;
- five (5) SCDC shoulder patches; and
- five (5) pairs of slacks that can be worn comfortably.

Officers will keep all assigned uniforms during pregnancy. After pregnancy, the officers will be issued replacement uniform items, if a different size is required. Officers will not return maternity clothing. Maternity pants may be altered on Tuesdays and Thursdays at the Graham Correctional Institution.

1.2.2 Gray Golf "polo style" Shirts: Officers assigned to Special Management Units, the Maximum Security Unit, Outside Work Detail, Litter Crew, YOIP Units, Farm, Bus Terminal, and Contraband will be issued three of the gray golf "polo style" shirts. The gray golf shirts must be ordered through the institutional Commissary Manager. (Field officers include horse and litter details.)

1.2.3 Employees assigned to the Bus Terminal will have their shirts issued by the Commissary Branch, Uniform section.

1.2.4 Shock Unit Officers: Three gray golf "polo style" shirts will be issued to Correctional Officers assigned to the Shock Unit for optional wear. Requests for these shirts are made through the institutional commissary manager.

1.2.5 Search Team Officers: Three burgundy golf "polo style" shirts will be issued to Correctional Officers assigned to the Search Team. These uniforms will be issued by the Commissary Branch, Uniform section.

1.2.6 Food Service Specialists: Five (5) pairs of BDU pants, ten (10) white shirts in any combination of long or short sleeves, one (1) jacket, and one (1) white baseball hat will be issued to Food Service Specialists assigned to the institutional and Training Academy cafeterias. The issuance of these items will be documented on the officer automated clothing record.

1.2.7 RRT Officers: Two (2) red uniforms (pants and shirt) will be issued to employees assigned to the RRT. Requests for these items should be made by the institutional RRT leader to the institutional Commissary Manager/designee. The Commissary Manager will call the RRT employees in for a fitting and order the uniforms through the COET. The issue of the uniforms to each RRT employee will be documented in the officer automated clothing record.

1.2.8 Truck Drivers: Five (5) blue t-shirts, five (5) pairs of navy BDU pants, and one (1) jacket will be issued to truck drivers assigned to the Commissary, Food Service, Canteen, and Recycling Branches. Requests must be made through the Commissary Branch Uniform Section using SCDC Form 20-35, "Uniform Issue/Exchange," signed by the appropriate Branch Chief.

1.3 Officer Badges: One badge, silver or gold, will be issued to each Officer. Badges will be issued as follows:

- Silver: Correctional Officers I and II, Corporals, and Sergeants;
- Gold: Lieutenants, Captains, and Majors.

Each silver badge and Lieutenants gold badge will be assigned a number which will be printed visibly on the front of the badge. Gold badges will be issued to an Officer upon his/her promotion to a Lieutenant, Captain, or Major. The badges may be issued by the institutional Commissary, the appropriate Warden, or the SCDC Commissary. (NOTE: How the badges are to be issued will be at the discretion of the Warden.) The issuance of the badges will be documented on the officer automated clothing record. Officer badges will be returned to the Commissary Warehouse Uniform Section when the Officer resigns or is terminated. Badges will not be taken from the Officer at the institution unless the Warden or an approved designee has reason to believe that the Officer may be a security risk. If the badge is taken from the Officer, the Warden or an approved designee will annotate SCDC Form 16-7, "Employee Clearance" with the badge number, date, name, and the signature of the person who took the badge from the Officer. The original form 16-7 will be given to the Officer to continue clearing at the institution. A copy of the form 16-7 and the badge will be forwarded to the Commissary Warehouse Uniform Section within 10 working days. Silver badges for new hires will be issued at the Training Academy.

1.4 Rank Insignia: Rank insignia (one (1) set to each Officer) will be issued as follows when accompanied by SCDC Form 20-35, "Uniform Issue/Exchange," approved by the appropriate Warden/designee: (NOTE: Rank insignia may be ordered from the SCDC Commissary Branch or the institutional Commissary or may be issued by the Warden. How these insignias are issued will be at the discretion of the Warden, but they will be recorded on the Officer automated clothing record.)

- Officer First Class - One (1) pair of Officer First Class silver collar stripes after completion of at least one (1) year of continuous service.
- Corporal - One (1) pair of Corporal silver collar stripes.
- Sergeant - One (1) pair of Sergeant silver collar stripes.
- Lieutenant - One (1) pair of Lieutenant gold collar bars.
- Captain - One (1) pair of Captain gold collar bars.
- Major - One (1) pair of Major gold oak leaves.

1.5 Certification Patches: (NOTE: The following procedures apply only to those uniformed personnel who will be required to be certified through the SCDC Training Academy.) Seven (7) certification patches will be issued at the SCDC Training Academy when the employee has completed Basic Correctional Officer Certification Training. Certification patches should be sewn by the employee one (1") inch from the shoulder seam on the right sleeve. Certification patches will not be sewn on the jacket.

1.6 Years of Service Pins: The Warden/designee will order pins from the institutional Commissary. Years of service pins will be issued to uniformed personnel as follows:

- Uniformed personnel with a minimum of five (5) years of service, but less than ten (10) years, will receive a five (5) year pin.
- Uniformed personnel with a minimum of 10 years of service, but less than 15 years, will receive a 10 year pin.
- Uniformed personnel with a minimum of 15 years of service, but less than 20 years, will receive a 15 year pin.
- Uniformed personnel with a minimum of 20 years of service, but less than 25 years, will receive a 20 year pin.
- Uniformed personnel with a minimum of 25 years of service, but less than 30 years, will receive a 25 year pin.
- Uniformed personnel with a minimum of 30 years of service will receive a 30 year pin.

2. UNIFORM CARE: The following services will be arranged through the institutional Commissary Manager.

2.1 Fittings: The Chief, Commissary Branch, or designee will ensure proper fitting of all uniform items. Any uniformed personnel refusing proper fitting will not be issued uniforms. Any disagreements regarding fittings should be addressed with the Chief, Commissary Branch.

2.2 Alterations: Employees are solely responsible for alterations to clothing that has been issued by the Agency other than alterations made by the Agency during his/her initial issue. Employees are responsible for ensuring uniforms fit properly. Uniform exchanges will not be made until the wear life of a uniform has expired if the uniforms has been altered after initial issue. The sewing of military creases in shirts is prohibited.

2.3 Laundering: The laundering and cleaning of uniforms will be the responsibility of the employee.

2.3.1 Correctional Officer uniform pants may be dry cleaned; or they may be hand or machine washed, tumbled dry using medium heat, and removed from the dryer immediately after the garment is dry. DO NOT USE BLEACH OR HOT WATER.

2.3.2 Uniform jackets must be dry cleaned only.

2.3.3 Correctional Officer uniform shirts and special issue items may be hand or machine washed in cold or warm water. DO NOT BLEACH.

2.3.4 It is recommended that Correctional Officer uniform pants be dry cleaned after every third wash and that uniform shirts and special issue items be professionally laundered after every third wash.

3. UNIFORM EXCHANGE:

3.1 Exchanges: The Chief, Commissary Branch, or designee reserves the right to issue new or used garments. (NOTE: When available, used clothing will be issued. Employees who do not wish to have used

clothing will be given the opportunity to purchase [at their expense] new clothing. If the employee refuses, no clothing will be issued.)

3.2 New Uniform Wear Life Guidelines: The standard wear life for new issue items is as follows:

- jacket, four (4) years;
- blue BDUs, four (4) years;
- blue dress pants, four (4) years; and
- shirts, including gray or burgundy golf shirts, three (3) years.

3.3 Used Uniform Wear Life Guidelines: The standard wear life for used issue items is as follows:

- jacket, two (2) years;
- blue BDUs, two (2) years;
- blue dress pants, two (2) years; and
- shirts, one (1) year.

3.4 Uniformed personnel will be expected to keep and maintain their uniforms for the wear life of the item. Uniform exchanges will be made to compensate for major weight loss/gain. Exchanges will be made on a case-by-case basis and must be approved by the Warden. Alterations required for proper fit will be at the expense of the individual employee. (NOTE: The only exceptions to the established life rule are for field Correctional Officers who ride horses, and will be permitted to exchange their pants and tee-shirts annually; and for employees who will, for verified medical reasons, be required to exchange their uniforms prior to the end of their established life.) Uniform and uniform accessory exchanges will be made on a one-for-one basis. The institutional Commissary Manager will determine if the uniform is serviceable.

3.5 Exchanges Due to Promotions/Demotions: All requests for exchange of badges or shirts due to a promotion or demotion must be accompanied by SCDC Form 16-15, "Employee Change of Position." Requests will be made to the institutional Commissary Manager.

3.6 Exchanges Due to Damage: Uniforms damaged by altercations with inmates may be exchanged. The procedures for requesting a replacement uniform are as follow:

3.6.1 The uniformed employee will file an SCDC Form 19-29, "Incident Report."

3.6.2 The Warden or designee will submit SCDC Form 19-29, "Incident Report," to the institutional Commissary Manager and to the Chief, Commissary Branch.

3.6.3 The Chief, Commissary Branch, will review the request and advise the uniformed employee (by telephone) to inform him/her that the request has been approved/disapproved.

3.6.4 If approved, the Uniform Section will coordinate with the Institutional Commissary manager to issue replacement items. (NOTE: Walk-ins are prohibited.)

3.6.5 If deemed appropriate, the inmate(s) involved in an altercation may be required to provide restitution to the SCDC as per SCDC Policy/ Procedure ADM-15.01, "Repayment of Costs by Inmates."

3.7 Institutional Commissary Uniform Exchange: Commissary Managers are authorized to order and issue uniforms. Uniformed personnel authorized to exchange uniforms and uniform accessories will do so through his/her respective institutional Commissary. The institutional Commissary Manager along with the Commissary Branch personnel will make a determination as to whether the item is serviceable. Items to be exchanged, that are serviceable, must be properly cleaned/launched prior to turn-in. The Officer will be advised when the uniform to be exchanged will be on hand at the institutional Commissary. The institution will be responsible for returning the exchanged uniforms to the Commissary Warehouse for disposition. All exchanged transactions will be documented via the Officers automated clothing record. Deviations from the aforementioned practice will be coordinated with the Commissary Branch prior to conclusion.

For additional information regarding exchange procedures, see SCDC Policy/Procedure ADM-16.08, "Commissary Operations."

4. UNIFORM REPLACEMENT: Replacement of lost, damaged (other than in the line of duty), or stolen uniforms, badges, or insignia will be at the expense of the employee. Unusual circumstances should be addressed separately via correspondence to the Commissary Branch. In the event of a fire or stolen property, that may be reimbursed through private insurance, employees are requested to provide documentation to the institutional Commissary Manager so the Agency may seek reimbursement for the loss. This documentation is required prior to employees being cleared through the Commissary Branch.

5. UNIFORM RETURN:

5.1 Uniforms, badge, and insignia will be returned to the SCDC Commissary Warehouse along with SCDC Form 16-15, "Employee Change of Position," when uniformed personnel are assigned to non-uniformed positions. This form will remain in the employees personnel file as a record of clearance from the Commissary Warehouse.

5.2 Institutional Commissaries may accept uniforms, badges, and insignias from Officers who are being terminated by the Warden. Upon receipt of the issued items, SCDC Form 16-7, "Employee Termination Clearance" will be annotated that items have been turned in. Items not properly turned in will be subject to reimbursement from the clearing employee prior to receiving his/her final paycheck. For additional information regarding clearance procedures, see SCDC Policy/Procedure ADM-11.11, "Employee Clearance."

5.3 All serviceable jackets and Correctional Officer uniform dress pants must be DRY CLEANED prior to turn-in to the institutional Commissary and/or the Commissary Warehouse. Correctional Officer uniform shirts and special issue items must be professionally laundered (no starch). Jackets and Correctional Officer uniform pants will not be accepted unless they are dry cleaned (dry cleaning tag must be present); uniform shirts and special issue items will not be accepted unless they are professionally laundered (laundry tags must be present). All clothing items must be on clothes hangers.

5.4 Restitution must be made by the employee or former employee to the South Carolina Department of Corrections for any uniform item not turned in.

6. DEFINITIONS:

Initial Issue refers to items of clothing provided to each employee at the time of his/her initial employment with the SCDC.

Special Issue refers to items of clothing issued for specific purposes, special units, etc. (i.e., RRT, Shock Unit, Contraband, Shakedown Team, maternity items, etc.).

Uniform refers to those clothing items issued to designated employees by the SCDC and required to be worn by such employees when on duty.

Uniformed Personnel refers to any employee issued and authorized to wear an SCDC uniform. This includes Correctional Officers, Food Service Specialists, and driver personnel.

SIGNATURE ON FILE

—

s/Jon E. Ozmint, Director

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